



TRANSFER OF THRIFT SAVINGS PLAN INFORMATION BETWEEN AGENCIES

Notice to Employing Office: This form will be completed by the gaining agency for each employee who transfers from one agency to another or any time the servicing payroll office changes, whether or not the employee has elected to participate in the Thrift Savings Plan. It may be reproduced locally. One copy should be filed in the employee's Official Personnel Folder, one copy should be provided to the employee's gaining payroll office at the time of appointment, and one copy should be given to the

Instructions

SECTION A - IDENTIFICATION.

Block 1, Name. Enter the employee's last, first, and middle name.

Block 2, Date of Birth. Enter the employee's date of birth.

Block 3, Social Security Number. Enter the employee's social security number.

SECTION B - EMPLOYEE'S ENROLLMENT AND ALLOCATION DATA TO BE TRANSFERRED

Block 4, Percentage of Basic Pay. Enter the percentage of basic pay per pay period, if the employee elected to contribute a percentage of basic pay.

A whole percentage amount must be entered. If the employee elected to contribute a whole dollar amount, or if the employee elected not to participate in the Thrift Savings Plan, leave blank.

Block 5, Whole Dollar Amount. Enter the whole dollar amount per pay period, if the employee elected to contribute a whole dollar amount. If the employee elected to contribute a percentage, or if the employee elected not to participate in the Thrift Savings Plan, leave blank.

Block 6, TSP Service Computation Date. Enter the employee's TSP Service Computation Date. For a FERS employee, this date must be a valid date on or after January 1, 1994.

Block 7, TSP Vesting Code. Enter the employee's TSP Vesting Code. Valid codes are: FERS employees - 2 or 3
CSRS employees - 0

Block 8, TSP Status Code. Enter the employee's TSP Status Code. Valid status codes are: Y = Yes I = Ineligible E = Eligible
N = No T = Termination

Block 9, TSP Status Date. Enter the employee's TSP Status Date. The status date is the date of the employee's latest change in status as it pertains to participation in the Thrift Savings Plan.

Block 10, G Fund, CSRS. CSRS employees must invest 100 percent of their contribution in the G Fund. Therefore, Block 10 has been hard-coded "100.00%" for your convenience.

Block 11, G Fund, FERS. Enter the percentage of the employee's contribution allocated to the G Fund. This percentage must be at least 80

Block 12, F Fund, FERS. Enter the percentage of the employee's contribution allocated to the F Fund.

Block 13, C Fund, FERS. Enter the percentage of the employee's contribution allocated to the C Fund.

SECTION C - LOSING AGENCY IDENTIFYING DATA

Block 14, Losing Agency Name and Location. Enter the losing agency's name and location.

Block 15, Losing Payroll Office Number. Enter the losing payroll office's 8-digit identifying number.

Block 16, Losing Agency Point of Contact. Enter the name of the person and the losing agency who may be contacted if additional information is

Block 17, Telephone Number. Enter the area code and telephone number of the losing agency's point of contact.

Block 18, Effective Date of Transfer. Enter the effective date of the employee's transfer.

Block 19, Gaining Payroll Office Number (Optional). Enter the gaining payroll office's 8-digit identifying number.

Block 20, Agency Code (Optional). Enter the employee's new agency

SECTION E - CERTIFICATION

Block 21, Signature of Authorized Certifying Official. Enter the signature of the agency official authorized to certify this form.

Block 22, Date. Enter the date the form is signed by the authorized certifying official.

Block 23, Remarks. Optional block for agency comments.

SECTION A - IDENTIFICATION.				
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH Month Day Year	3. SOCIAL SECURITY NUMBER	
SECTION B - EMPLOYEE'S ENROLLMENT AND ALLOCATION DATA TO BE TRANSFERRED				
4. PERCENTAGE OF BASIC PAY _____.00% OR \$ _____		5. WHOLE DOLLAR AMOUNT _____.00		6. TSP SERVICE COMPUTATION DATE Month Day Year
7. TSP VESTING CODE		8. TSP STATUS CODE		9. TSP STATUS DATE Month Day Year
10. CSRS 100.00% OR		11. FERS .00% +		12. TOTAL .00% + .00% = 100.00%
13. G FUND GOVERNMENT SECURITIES INVESTMENT		14. F FUND FIXED INCOME INDEX INVESTMENT		15. C FUND COMMON STOCK INDEX INVESTMENT
SECTION C - LOSING AGENCY IDENTIFYING DATA				
14. NAME AND LOCATION				
15. PAYROLL OFFICE NUMBER		16. CONTACT POINT		17. TELEPHONE NUMBER
SECTION D - FOR EMPLOYING OFFICE USE ONLY				
18. EFFECTIVE DATE OF TRANSFER Month Day Year		19. GAINING PAYROLL OFFICE NUMBER (Optional)		20. AGENCY CODE (Optional)
SECTION E - CERTIFICATION				
21. SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL				22. DATE SIGNED
23. REMARKS				